

Government
Information
Technology
Agency

Statewide
POLICY
P340 Rev 1.0

TITLE: Project Investment
Justification (PIJ)
Effective Date: April 1, 2003

1. AUTHORITY

The Government Information Technology Agency (GITA) shall develop, implement and maintain a coordinated statewide plan for information technology (A.R.S. § 41-3504(A (1))), including, the adoption of statewide technical, coordination, and IT Policy and Standards (A.R.S. § 41-3504(A (1(a)))).

2. PURPOSE

This policy establishes the criteria to:

- A. Approve Information Technology (IT) projects and investments undertaken by the Budget Units (BUs) in accordance with ARS 41-2553, 41-3504, and 41-3521.
- B. Review IT project and investment implementation plans to ensure the presence of effective controls and authorization.
- C. Monitor IT projects and investments for efficiencies in the areas of planning, scheduling, and execution.

3. SCOPE

This applies to all budget units. Budget unit is defined as a department, commission, board, institution or other agency of the state organization receiving, expending or disbursing state funds or incurring obligations of the state including the board of regents and the state board of directors for community colleges but excluding the universities under the jurisdiction of the board of regents and the community colleges under their respective jurisdictions and the legislative or judicial branches. A.R.S. § 41-3501(2).

The Budget Unit Chief Executive Officer (CEO), working in conjunction with the Budget Unit Chief Information Officer (CIO), shall be responsible for ensuring the effective implementation of Statewide Information Technology Policies, Standards, and Procedures (PSPs) within each Agency.

This policy applies to the following items:

- A. All IT projects with Development Costs, as defined in Statewide Standard P340-S340 Attachment B. *Cost Factors Table*, of at least \$25,000 undertaken by the BUs.
- B. All IT investments or acquisitions of at least \$25,000 undertaken by the BUs.
- C. All IT requests made by the BUs for disposition of special funds maintained by GITA.

4. DEFINITIONS AND ABBREVIATIONS

Refer to the PSP Glossary of Terms located on the GITA website at gita.state.az.us/policies_standards for definitions and abbreviations.

5. POLICY

- 5.1. GITA approval shall be obtained before a BU initiates an IT project or investment whose development costs are \$25 thousand or greater. Additional Information Technology Authorization Committee (ITAC) approval shall be obtained for projects whose development costs are \$1 million or greater.
- 5.2. The Project Investment and Justification (PIJ) document shall be used by BUs to submit projects or investments to GITA and ITAC for approval, as described in Statewide Standard P340-S340.
- 5.3. GITA shall provide strategic, objective, and impartial analysis of the PIJ document and the proposed business and technical solutions using the criteria contained in Statewide Standard P340-S340.
 - A. GITA shall issue a summary report for each project. The report shall contain a recommendation as defined in Statewide Procedure S340-P340.
 - B. The BU may withdraw a submitted PIJ document from review at any time.
- 5.4. In accordance with A.R.S. § 41-3504 A.1(g), the GITA Director shall approve, approve with conditions, or disapprove projects or investments of greater than \$25 thousand and less than \$1 million. Evaluation shall be based on the content of the PIJ and the project summary report.
 - A. The BU CEO shall be notified of the project's disposition in writing.
 - B. If a project has not been approved, the BU may submit a written request to ITAC for an exception or resubmit a modified PIJ document for reconsideration.
- 5.5. For projects or investments greater than \$1 million, GITA shall submit the PIJ and associated project summary report to ITAC for approval in accordance with A.R.S. § 41-3521.C.3. After review, ITAC shall approve, approve with conditions, or disapprove projects.
 - A. The GITA Director shall notify the BU CEO of the project's disposition in writing.
 - B. For any project not approved, the BU may submit a written request to ITAC for an exception or resubmit a modified PIJ document for reconsideration.

- 5.6. Using criteria provided in Statewide Standard P340-S341, BUs shall report the status of all projects which have been approved or approved with conditions. Reporting shall be accomplished at intervals specified at project startup.
- 5.7. GITA Staff shall monitor and conduct periodic reviews, performed in accordance with Statewide Standard P340-S343, on IT projects that are considered to be major or critical.
- 5.8. The GITA Director may temporarily suspend the expenditure of monies when an IT project is at risk of failing to achieve its intended results or does not comply with the conditions originally stated in the PIJ document.
- 5.9. When special funds for projects are made available, BUs may request them from GITA in accordance with Statewide Standard P340-S342. GITA shall issue an Interagency Service Agreement (ISA) for each approved project requesting GITA Special Funds.

6. REFERENCES

- 6.1. A. R. S. § 41-621 et seq., "Purchase of Insurance; coverage; limitations, exclusions; definitions."
- 6.2. A. R. S. § 41-1335 ((A (6 & 7))), "State Agency Information."
- 6.3. A. R. S. § 41-1339 (A), "Depository of State Archives."
- 6.4. A. R. S. § 41-1461, "Definitions."
- 6.5. A. R. S. § 41-1463, "Discrimination; unlawful practices; definition."
- 6.6. A. R. S. § 41-1492 et seq., "Prohibition of Discrimination by Public Entities."
- 6.7. A. R. S. § 41-2501 et seq., "Arizona Procurement Codes, Applicability."
- 6.8. A. R. S. § 41-3501, "Definitions."
- 6.9. A. R. S. § 41-3504, "Powers and Duties of the Agency."
- 6.10. A. R. S. § 41-3521, "Information Technology Authorization Committee; members; terms; duties; compensation; definition."
- 6.11. A. R. S. § 44-7041, "Governmental Electronic Records."
- 6.12. Arizona Administrative Code, Title 2, Chapter 7.
- 6.13. Arizona Administrative Code, Title 2, Chapter 10.
- 6.14. Arizona Administrative Code, Title 2, Chapter 18.
- 6.15. Statewide Information Technology Policy P100.
- 6.16. Statewide Standard P340-S340, Project Investment Justification (PIJ).
- 6.17. Statewide Standard P340-S341, Project Status Reporting (PIJ).
- 6.18. Statewide Standard P340-S342, Request for Special Funding (PIJ Projects).
- 6.19. Statewide Standard P340-S343, Project Monitoring.
- 6.20. Statewide Procedure S340-P340, Project Investment Justification (PIJ).

7. ATTACHMENTS

None.